

6718-02 Level 2 Diploma in Roof Slating and Tiling

September 2014 Version 1.0

PRACTICAL TASK MANUAL

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Candidate details



This *Practical task manual* is a record of your achievement in practical assessments. You must keep it in good condition and it must be stored in a safe place by your Assessor.

Please fill in all of your details before you carry out any assessments.

Candidate Details

Surname		Forename(s)	
---------	--	-------------	--

City & Guilds enrolment number	
--------------------------------	--

Centre Details

Name		Centre No	
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I understand the requirements of the qualification and that all the work towards the assessments must be my own.

Candidate signature	
----------------------------	--

Assessor name (please print)		Signed	
--	--	--------	--

Date	
------	--

Unit assessment overview

Practical task completion record

To be completed by Assessor:

All tasks must be passed for the unit to be achieved.

Unit 242 Install interlocking tiles to variable gauge

Task	Grade for task
1 Install interlocking tiles to variable gauge	P / M / D / X
End of unit knowledge test	P / X

Assessor signature and date:

The overall grade will be the same as the single graded task in this unit.

Overall grade

Unit 243 Install plain tiles

Task	Grade for task
1 Install plain tiles	P / M / D / X
End of unit knowledge test	P / X

Assessor signature and date:

The overall grade will be the same as the single graded task in this unit.

Overall grade

Unit 244 Install regular sized natural slates

Task	Grade for task
1 Install regular sized natural slates	P / M / D / X
End of unit knowledge test	P / X

Assessor signature and date:

The overall grade will be the same as the single graded task in this unit.

Overall grade

Instructions to candidates

About this document

This *Practical task manual* contains all of the practical assessment for the 6718-02 Level 2 Diploma in Roof Slating and Tiling.

Practical tasks

These tasks let you show your practical skills and are usually graded pass, merit or distinction – a few are pass only. These tasks will be assessed by your assessor watching how you carry out the tasks and checking your final pieces of work.

Before you carry out the task you will be told how it will be assessed and you should read the observation checklist at the end of each task so you know what you need to do to get each grade.

You can ask your assessor for help in understanding the task instructions, but all of the work must be your own.

Health and safety

You must use safe working practices at all times.

You are responsible for your own safety and the safety of others. If you behave in an unsafe way, you will be stopped and given a warning. If you do not meet all of the Health and Safety requirements, the assessment will be stopped. Your assessor will not be able to let you try the task again until they are sure you can work safely.

Time considerations

Each task shows how long it is likely to take. This is for guidance and so you can plan your work. If you have a good reason for needing more time you must explain this to your assessor as soon as possible so they can decide whether you can have more time.

Security

Where an assignment is taken over more than one session, all documentation, paperwork and work products must be labelled carefully with your name and kept securely at the centre. Your assessor will give you directions about how to leave your work.

Opportunities to repeat tasks

The tasks are 'end tests' so you will only be asked to take the assessment when you have had the chance to do all of the learning and practice you need. You will be able to try the whole task again if you do not pass, but you will not be able to take the assessment again just to try to get a better grade.

Feedback

As well as telling you the result for the task, your assessor will give you feedback. They will give you a feedback sheet with details of what you could do to improve, and also what you did well. This will help you to prepare for other assessments or to retake the assessment if you need to.

Unit 242 Install interlocking tiles to variable gauge

Task 1 Install interlocking tiles to variable gauge

Task coversheet

Expected time	8 hours
Task instructions	<ul style="list-style-type: none"> • Read the drawing and specification • Complete a method statement and risk assessment • Complete a resource checklist • Install roofing backgrounds • Install interlocking tiles • Strip and reclaim the roof • Keep a clean work area • Work according to environmental and health and safety regulations
Diagrams	Figure 1 Interlocking tile roof page 14

Assessment criteria checklist

AC	The candidate has	Pass	Merit	Distinction
4.1, 6.1	read the drawing and specification, and confirmed understanding of the task	<input type="checkbox"/>		
4.2, 2.1, 6.2	completed a risk assessment for installing backgrounds, interlocking tiles and stripping and reclaiming the roof	<input type="checkbox"/>		
2.2, 4.3, 6.3	completed a method statement for installing backgrounds, interlocking tiles and stripping and reclaiming the roof	<input type="checkbox"/>		
2.3, 2.4, 4.4 – 4.6, 6.4 – 6.7	completed a resource checklist to include PPE, resources and quantities	<input type="checkbox"/>		
4.7, 6.13	installed the over fascia vent in accordance with manufacturer's instructions	<input type="checkbox"/>		
	installed the eaves support tray with a minimum of 150 mm side lap	<input type="checkbox"/>		
	installed the air flow control unit in accordance with manufacturer's instructions	<input type="checkbox"/>		
4.8, 6.13	installed the underlay to the front edge of the eaves support tray	<input type="checkbox"/> ± 10 mm	<input type="checkbox"/> ± 6 mm	<input type="checkbox"/> ± 4 mm

AC	The candidate has	Pass	Merit	Distinction
	installed underlay with a 100 mm up-stand at the abutment	<input type="checkbox"/> ± 15 mm	<input type="checkbox"/> ± 10 mm	<input type="checkbox"/> ± 5 mm
	installed the underlay to ensure equal sag between rafters	<input type="checkbox"/>		
	installed the underlay to accommodate a 25 mm air flow at the ridge detail	<input type="checkbox"/> ± 6 mm	<input type="checkbox"/> ± 4 mm	<input type="checkbox"/> ± 2 mm
	correctly installed the batten to accommodate the secret gutter at the abutment	<input type="checkbox"/>		
	installed the datum batten to include a 50 mm overhang at the eave	<input type="checkbox"/> ± 5 mm	<input type="checkbox"/> ± 3 mm	<input type="checkbox"/> ± 1 mm
	installed the battens to an even gauge, without exceeding the maximum gauge, in accordance with manufacturer's instructions	<input type="checkbox"/> ± 3 mm	<input type="checkbox"/> ± 2 mm	<input type="checkbox"/> ± 1 mm
	installed battens to the ridge detail to accommodate a dry ridge system, in accordance with manufacturer's instructions	<input type="checkbox"/>		
	cut battens at the verge detail to accommodate individual dry verge units, in accordance with the manufacturer's recommended overhang	<input type="checkbox"/> ± 5 mm	<input type="checkbox"/> ± 3 mm	<input type="checkbox"/> ± 1 mm
6.8	set out a minimum of three perpendicular lines on each elevation	<input type="checkbox"/>		
6.11	correctly installed the pre-formed secret gutter and saddle at the abutment	<input type="checkbox"/>		
4.9, 6.9, 6.13	installed the dry verge units, in accordance with manufacturer's instructions	<input type="checkbox"/>		
6.10	installed interlocking tiles to perpendicular lines	<input type="checkbox"/> ± 3 mm	<input type="checkbox"/> ± 2 mm	<input type="checkbox"/> ± 1 mm
	installed interlocking tiles, 5 mm off the abutment	<input type="checkbox"/> ± 5 mm	<input type="checkbox"/> ± 3 mm	<input type="checkbox"/> ± 1 mm
6.12, 6.13	installed a dry ridge system, in accordance with manufacturer's instructions	<input type="checkbox"/>		
2.5	correctly removed all interlocking tiles and components, without damage	<input type="checkbox"/>		
2.6, 2.7	correctly segregated and stored reusable materials	<input type="checkbox"/>		
2.8	disposed of unsuitable materials in the correct manner	<input type="checkbox"/>		

AC	The candidate has	Pass	Merit	Distinction
2.9, 4.10, 6.14	maintained a safe and tidy work area	<input type="checkbox"/>		
2.10, 4.11, 6.15	followed current environmental and relevant health and safety legislation	<input type="checkbox"/>		

Task grading rules	Task grade:
<p>To achieve a pass:</p> <ul style="list-style-type: none"> • all pass criteria must be met. 	
<p>To achieve a merit:</p> <ul style="list-style-type: none"> • a minimum of 4/8 merit criteria must be met, and; • all pass criteria must be met, and; • candidates must not exceed the expected task time by more than 50%. 	
<p>To achieve a distinction:</p> <ul style="list-style-type: none"> • a minimum of 4/8 distinction criteria must be met, and; • the remaining graded criteria at merit level must be met, and; • all pass criteria must be met, and; • candidates must not exceed the expected task time by more than 25%. 	
Assessor Name	
Assessor Signature	
Date	

Unit 243 Install plain tiles

Task 1 Install plain tiles

Task coversheet

Expected time	10 hours
Task instructions	<ul style="list-style-type: none"> • Read the drawing and specification • Complete a method statement and risk assessment • Complete a resource checklist • Install roofing backgrounds • Install plain tiles to valleys • Install bonnets • Strip and reclaim the roof • Keep a clean work area • Work according to environmental and health and safety regulations
Diagrams	Figure 1 Plain tile roof page 15

Assessment criteria checklist

AC	The candidate has	Pass	Merit	Distinction
4.1, 6.1	read the drawing and specification, and confirmed understanding of the task	<input type="checkbox"/>		
4.2, 2.1, 6.2	completed a risk assessment for installing backgrounds, plain tiles and stripping and reclaiming the roof	<input type="checkbox"/>		
2.2, 4.3, 6.3	completed a method statement for installing backgrounds, plain tiles and stripping and reclaiming the roof	<input type="checkbox"/>		
2.3, 2.4, 4.4 – 4.6, 6.4 – 6.7	completed a resource checklist to include PPE, resources and quantities	<input type="checkbox"/>		
4.7, 6.13	installed the over fascia vent in accordance with manufacturer's instructions	<input type="checkbox"/>		
4.8	installed the underlay 50 mm over the fascia	<input type="checkbox"/> ± 10 mm	<input type="checkbox"/> ± 6 mm	<input type="checkbox"/> ± 4 mm
	installed underlay at the hip with 150 mm side lap	<input type="checkbox"/> ± 15 mm	<input type="checkbox"/> ± 10 mm	<input type="checkbox"/> ± 5 mm
	installed the underlay to ensure equal sag between rafters	<input type="checkbox"/>		

AC	The candidate has	Pass	Merit	Distinction
	correctly installed the hip batten and valley batten parallel to the hip and the valley lines	<input type="checkbox"/>		
	correctly mitred battens into the hip and valley	<input type="checkbox"/> Not exceeding 7 mm	<input type="checkbox"/> Not exceeding 5 mm	<input type="checkbox"/> Not exceeding 3 mm
	installed the datum batten to include a 50 mm overhang at the eaves	<input type="checkbox"/> ± 5 mm	<input type="checkbox"/> ± 3 mm	<input type="checkbox"/> ± 1 mm
6.13	installed the battens to an even gauge, without exceeding the maximum gauge, in accordance with manufacturer's instructions	<input type="checkbox"/> ± 3 mm	<input type="checkbox"/> ± 2 mm	<input type="checkbox"/> ± 1 mm
4.9	installed undercloak at the verge at the maximum (50 mm) overhang	<input type="checkbox"/> ± 5 mm	<input type="checkbox"/> ± 3 mm	<input type="checkbox"/> ± 1 mm
6.8	set out a perpendicular line for each elevation, including half bond	<input type="checkbox"/>		
6.11	correctly installed pre-formed valley flashing	<input type="checkbox"/>		
6.9	correctly installed plain tiles at the verge, individually bedded and pointed to a clean mortar finish	<input type="checkbox"/>		
6.10	installed plain tiles to perpendicular lines	<input type="checkbox"/> ± 3 mm	<input type="checkbox"/> ± 2 mm	<input type="checkbox"/> ± 1 mm
	installed under eaves and first course with tails aligned, with a 50 mm overhang	<input type="checkbox"/> ± 5 mm	<input type="checkbox"/> ± 3 mm	<input type="checkbox"/> ± 1 mm
	installed plain tiles with a minimum side lap of 55 mm at hips and valleys	<input type="checkbox"/>		
	installed plain tiles to the valley to include a minimum tail width of 25 mm	<input type="checkbox"/>		
	cut plain tiles within 75 mm of the centre of the valley	<input type="checkbox"/> ± 8 mm	<input type="checkbox"/> ± 6 mm	<input type="checkbox"/> ± 4 mm
	cut the valley tiles to a straight line	<input type="checkbox"/> ± 8 mm	<input type="checkbox"/> ± 6 mm	<input type="checkbox"/> ± 4 mm
	correctly nailed tiles where required	<input type="checkbox"/>		
6.12	correctly installed bonnet hip tiles to a straight line with the tails of the tiles aligning with the bonnet	<input type="checkbox"/> ± 6 mm	<input type="checkbox"/> ± 4 mm	<input type="checkbox"/> ± 2 mm
	correctly installed bonnet hip tiles with mortar bedding with a clean pointing finish	<input type="checkbox"/>		

AC	The candidate has	Pass	Merit	Distinction
2.5	correctly removed all plain tiles and components, without damage	<input type="checkbox"/>		
2.6, 2.7	correctly segregated and stored reusable materials	<input type="checkbox"/>		
2.8	disposed of unsuitable materials in the correct manner	<input type="checkbox"/>		
2.9, 4.10, 6.14	maintained a safe and tidy work area	<input type="checkbox"/>		
2.10, 4.11, 6.15	followed current environmental and relevant health and safety legislation	<input type="checkbox"/>		

Task grading rules	Task grade:
<p>To achieve a pass:</p> <ul style="list-style-type: none"> • all pass criteria must be met. 	
<p>To achieve a merit:</p> <ul style="list-style-type: none"> • a minimum of 6/11 merit criteria must be met, and; • all pass criteria must be met, and; • candidates must not exceed the expected task time by more than 50%. 	
<p>To achieve a distinction:</p> <ul style="list-style-type: none"> • a minimum of 6/11 distinction criteria must be met, and; • the remaining graded criteria at merit level must be met, and; • all pass criteria must be met, and; • candidates must not exceed the expected task time by more than 25%. 	
Assessor Name	
Assessor Signature	
Date	

Unit 244 Install regular sized natural slates

Task 1 Install regular sized natural slates

Task coversheet

Expected time	12 hours
Task instructions	<ul style="list-style-type: none"> • Read the drawing and specification • Complete a method statement and risk assessment • Complete a resource checklist • Install roofing backgrounds • Grade the slates • Install slates to abutments and verges • Strip and reclaim the roof • Keep a clean work area • Work according to environmental and health and safety regulations
Diagrams	Figure 1 Regular sized natural slate roof page 16

Assessment criteria checklist

AC	The candidate has	Pass	Merit	Distinction
4.1, 6.1	read the drawing and specification, and confirmed understanding of the task	<input type="checkbox"/>		
4.2, 2.1, 6.2	completed a risk assessment for installing backgrounds, slates and stripping and reclaiming the roof	<input type="checkbox"/>		
2.2, 4.3, 6.3	completed a method statement for installing backgrounds, slates and stripping and reclaiming the roof	<input type="checkbox"/>		
2.3, 2.4, 4.4 – 4.6, 6.4 – 6.7	completed a resource checklist to include PPE, resources and quantities	<input type="checkbox"/>		
4.7	installed the eaves support tray with a minimum of 150 mm side lap	<input type="checkbox"/>		
4.8	installed the underlay to the front edge of the eaves support tray	<input type="checkbox"/> ± 10 mm	<input type="checkbox"/> ± 6 mm	<input type="checkbox"/> ± 4 mm
	installed underlay with a 100 mm up-stand at the abutment	<input type="checkbox"/> ± 15 mm	<input type="checkbox"/> ± 10 mm	<input type="checkbox"/> ± 5 mm
	installed the underlay to ensure equal sag between rafters	<input type="checkbox"/>		
	installed the datum batten to include a 50 mm overhang at the eaves	<input type="checkbox"/> ± 5 mm	<input type="checkbox"/> ± 3 mm	<input type="checkbox"/> ± 1 mm

AC	The candidate has	Pass	Merit	Distinction
	installed double battens to the eaves and ridge	<input type="checkbox"/>		
	installed the ridge batten to the ridge line	<input type="checkbox"/>		
6.13, 6.14	installed the battens to a fixed gauge, without exceeding the maximum gauge, in accordance with manufacturer's instructions	<input type="checkbox"/> ± 3 mm	<input type="checkbox"/> ± 2 mm	<input type="checkbox"/> ± 1 mm
6.13	cut battens at the verge detail to accommodate a continuous dry verge unit, in accordance with the manufacturer's recommended overhang	<input type="checkbox"/> ± 5 mm	<input type="checkbox"/> ± 3 mm	<input type="checkbox"/> ± 1 mm
	installed battens 5 mm from the abutment	<input type="checkbox"/> ± 5 mm	<input type="checkbox"/> ± 3 mm	<input type="checkbox"/> ± 1 mm
6.10	correctly installed a continuous verge unit	<input type="checkbox"/>		
6.9	set out a minimum of three perpendicular lines on both elevations, including half bond	<input type="checkbox"/>		
4.9, 6.10	installed undercloak at the verge within the minimum (38 mm) or maximum (50 mm) overhang	<input type="checkbox"/> ± 5 mm	<input type="checkbox"/> ± 3 mm	<input type="checkbox"/> ± 1 mm
6.11	installed slates to perpendicular lines	<input type="checkbox"/> ± 3 mm	<input type="checkbox"/> ± 2 mm	<input type="checkbox"/> ± 1 mm
	maintained bond when tracing around the dormer	<input type="checkbox"/>		
6.8, 6.11	laid slates flat in their graded thickness (avoided cockers, kickers, damaged slates)	<input type="checkbox"/>		
	installed under eave and first course with tails aligned, with a 50 mm overhang	<input type="checkbox"/> ± 5 mm	<input type="checkbox"/> ± 3 mm	<input type="checkbox"/> ± 1 mm
	installed the heads of the slates to finish half way onto the battens, while running parallel with the top edges	<input type="checkbox"/> ± 5 mm	<input type="checkbox"/> ± 3 mm	<input type="checkbox"/> ± 1 mm
	maintained a 3-5 mm gap between slates	<input type="checkbox"/>		
	laid slates to even margins throughout, whilst maintaining minimum head lap	<input type="checkbox"/> ± 5 mm	<input type="checkbox"/> ± 3 mm	<input type="checkbox"/> ± 1 mm
	correctly fixed slates	<input type="checkbox"/>		
6.12	measured, cut, positioned and fixed Code 3 soakers to the abutments	<input type="checkbox"/> ± 6 mm	<input type="checkbox"/> ± 4 mm	<input type="checkbox"/> ± 2 mm
6.13	correctly bedded and pointed the verge detail, with a clean pointing finish	<input type="checkbox"/>		

AC	The candidate has	Pass	Merit	Distinction
	correctly bedded and pointed the ridge detail, with a clean pointing finish, and mechanically fixed	<input type="checkbox"/>		
2.5	correctly removed all slates and components, without damage	<input type="checkbox"/>		
2.6, 2.7	correctly segregated and stored reusable materials	<input type="checkbox"/>		
2.8	disposed of unsuitable materials in the correct manner	<input type="checkbox"/>		
2.9, 4.10, 6.15	maintained a safe and tidy work area	<input type="checkbox"/>		
2.10, 4.11, 6.16	followed current environmental and relevant health and safety legislation	<input type="checkbox"/>		

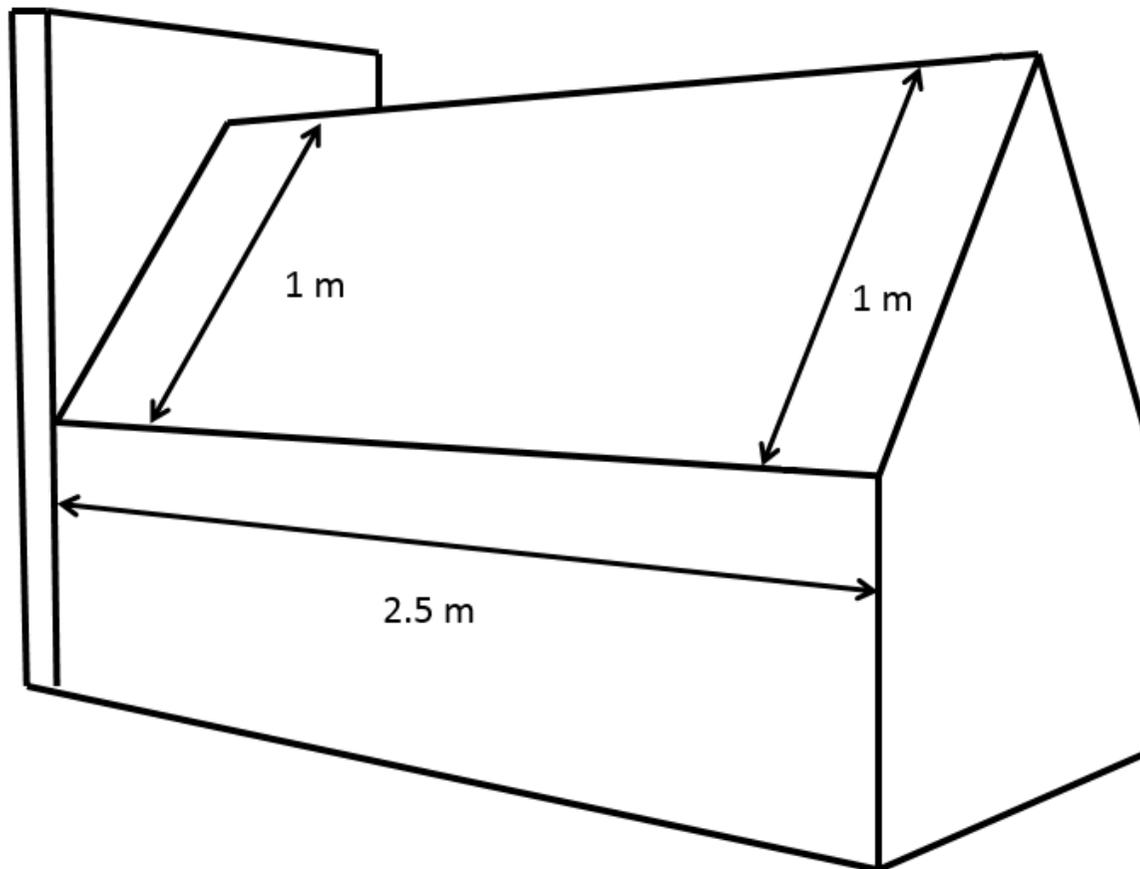
Task grading rules	Task grade:
<p>To achieve a pass:</p> <ul style="list-style-type: none"> • all pass criteria must be met. 	
<p>To achieve a merit:</p> <ul style="list-style-type: none"> • a minimum of 6/12 merit criteria must be met, and; • all pass criteria must be met, and; • candidates must not exceed the expected task time by more than 50%. 	
<p>To achieve a distinction:</p> <ul style="list-style-type: none"> • a minimum of 6/12 distinction criteria must be met, and; • the remaining graded criteria at merit level must be met, and; • all pass criteria must be met, and; • candidates must not exceed the expected task time by more than 25%. 	
Assessor Name	
Assessor Signature	
Date	

Drawings and diagrams

Unit 242 Install interlocking tiles to variable gauge

Task 1 Install interlocking tiles to variable gauge

Figure 1: Interlocking tile roof



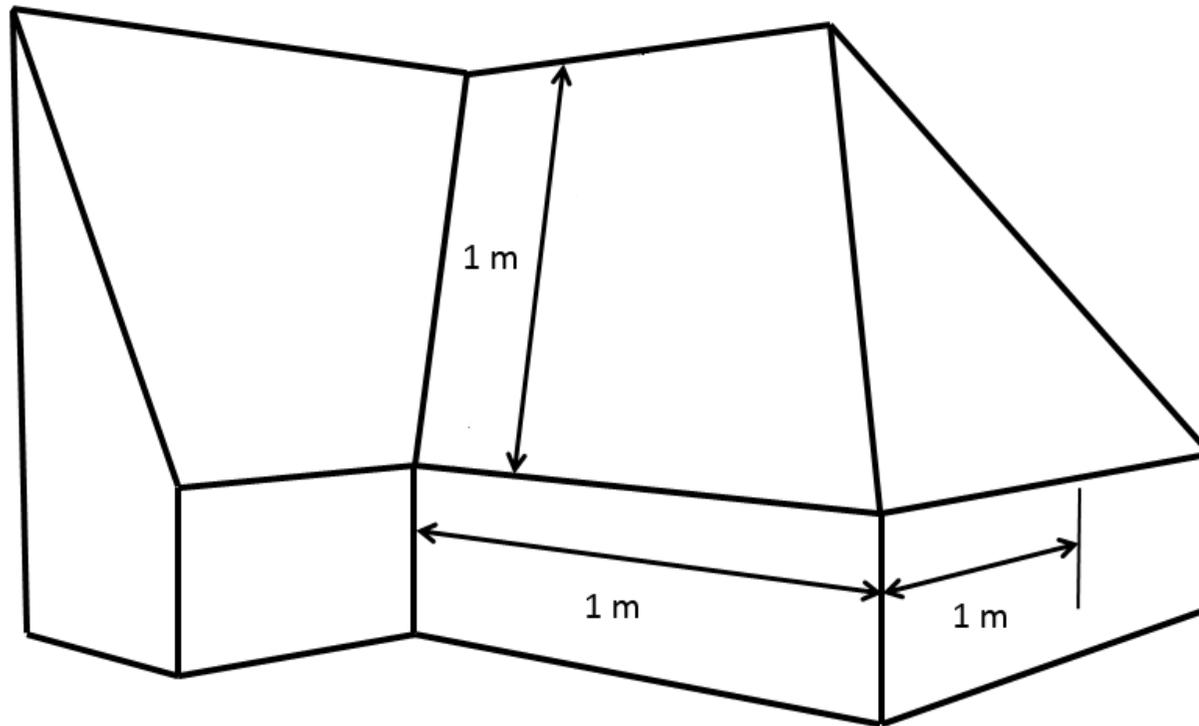
Interlocking tiles specification

Install interlocking tiles to a verge and abutment roof detail, incorporating:

- eaves ventilation system
- underlay
- battens
- secret gutter at abutment
- saddle at the ridge junction
- dry verge units
- dry ridge system
- associated interlocking tile fixings.

Drawings and diagrams
Unit 243 Install plain tiles
Task 1 Install plain tiles

Figure 1: Plain tile roof



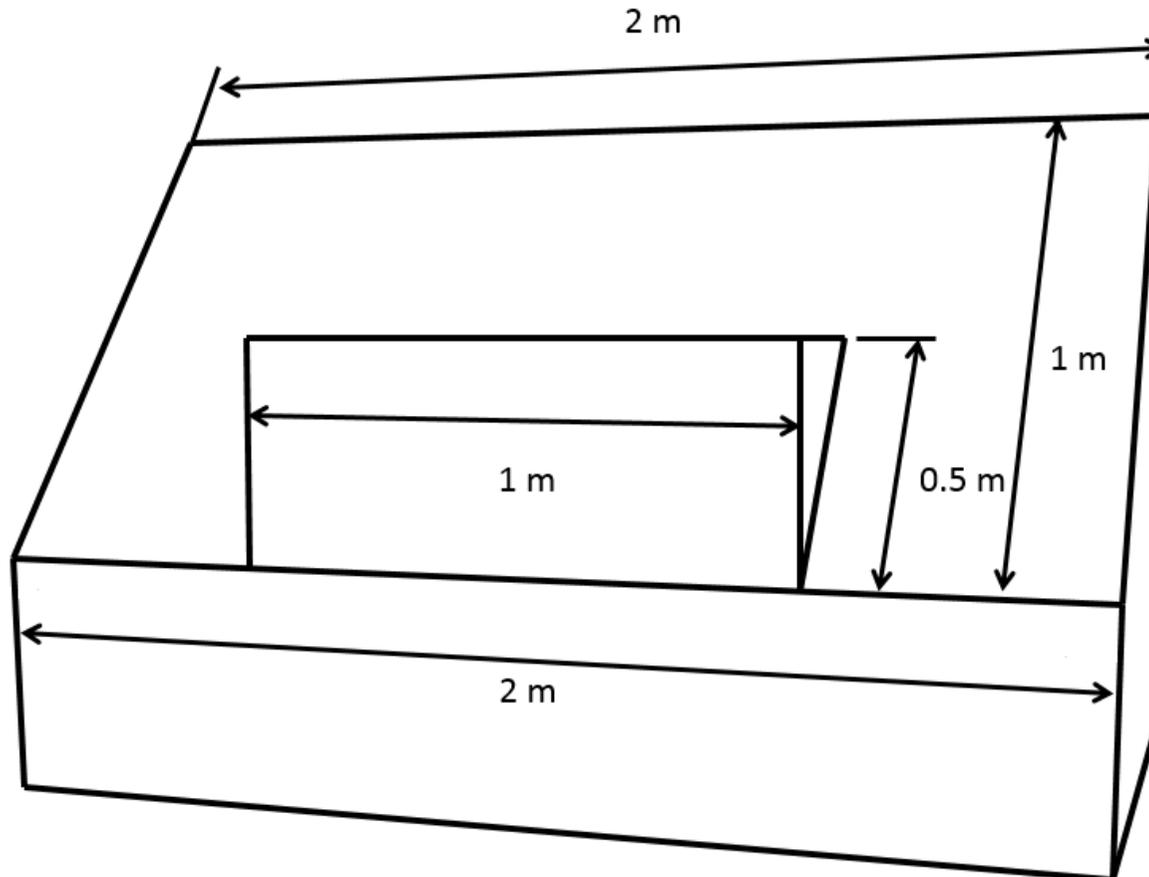
Plain tiles specification
Install plain tiles to a traditional verge, with hip and valley details, incorporating: <ul style="list-style-type: none">• eaves ventilation• underlay• battens• plain tiles, tile and a half and eaves• bonnets• valley linings• undercloak• mortar finishes• associated plain tile fixings. No mechanical cutting is permitted.

Drawings and diagrams

Unit 244 Install regular sized natural slates

Task 1 Install regular sized natural slates

Figure 1: Regular sized natural slate roof



Regular sized natural slates specification

Install slates to a verge and abutment roof detail, incorporating:

- eaves support tray
- underlay
- battens
- slates
- continuous verge
- undercloak
- lead soakers
- ridge tiles (bedded and mechanically fixed)
- mortar finishes
- associated slate fixings

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